

MEMORANDUM

Agenda Item No. 11(A) (15)

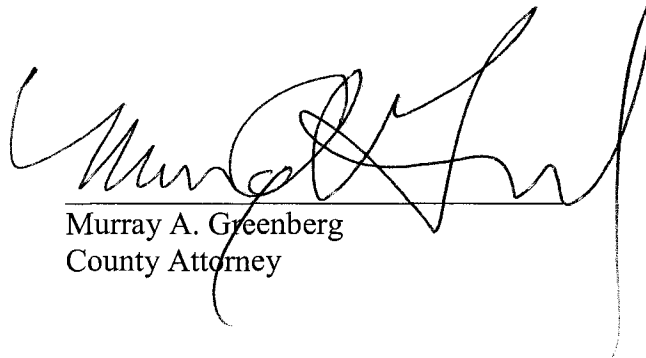
TO: Honorable Chairman Bruno A. Barreiro
and Members, Board of County Commissioners

DATE: April 24, 2007

FROM: Murray A. Greenberg
County Attorney

SUBJECT: Resolution retroactively
authorizing in-kind services
for the Highland Oaks Middle
School "Field Day" Event

The accompanying resolution was prepared and placed on the agenda at the request of Commissioner Sally A. Heyman.



Murray A. Greenberg
County Attorney

MAG/jls



MEMORANDUM

(Revised)

TO: Honorable Chairman Bruno A. Barreiro
and Members, Board of County Commissioners

DATE: April 24, 2007

FROM: Murray A. Greenberg
County Attorney

SUBJECT: Agenda Item No. 11(A)(15)

Please note any items checked.

- ☐ "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Bid waiver requiring County Manager's written recommendation
- ☐ Ordinance creating a new board requires detailed County Manager's report for public hearing
- ☐ Housekeeping item (no policy decision required)
- ☐ No committee review

Approved _____ Mayor

Agenda Item No. 11(A)(15)

Veto _____

4-24-07

Override _____

RESOLUTION NO. _____

RESOLUTION RETROACTIVELY AUTHORIZING IN-KIND SERVICES FROM THE MIAMI-DADE PARK AND RECREATION DEPARTMENT FOR THE MARCH 15, 2007 HIGHLAND OAKS MIDDLE SCHOOL "FIELD DAY" EVENT SPONSORED BY THE HIGHLAND OAKS MIDDLE SCHOOL PARENT-TEACHER ASSOCIATION, A NOT-FOR-PROFIT ORGANIZATION, IN AN AMOUNT NOT TO EXCEED \$966.00 TO BE FUNDED FROM THE DISTRICT 4 IN-KIND RESERVE FUND

WHEREAS, the Highland Oaks Middle School Parent-Teacher Association has requested in-kind services from the Miami-Dade Park and Recreation Department for the March 15, 2007 Highland Oaks Middle School "Field Day" Event in an amount not to exceed \$966.00 (see attached Fee Waiver/In-kind Service Application); and

WHEREAS, the Highland Oaks Middle School Parent-Teacher Association is a not-for-profit organization; and

WHEREAS, the Highland Oaks Middle School "Field Day" Event is a special event, as that term is defined on the attached Fee Waiver/In-kind Service Application, and the in-kind services shall be funded from the District 4 In-kind Reserve Fund,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board retroactively authorizes in-kind services from the Miami-Dade Park and Recreation Department for the March 15, 2007 Highland Oaks Middle School "Field Day" Event in an amount not to exceed \$966.00 to be funded from the District 4 In-kind Reserve Fund.

The foregoing resolution was sponsored by Commissioner Sally A. Heyman and offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

Bruno A. Barreiro, Chairman	
Barbara J. Jordan, Vice-Chairwoman	
Jose "Pepe" Diaz	Audrey M. Edmonson
Carlos A. Gimenez	Sally A. Heyman
Joe A. Martinez	Dennis C. Moss
Dorrian D. Rolle	Natacha Seijas
Katy Sorenson	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 24th day of April, 2007. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.
Monica Rizo

MR

**MIAMI-DADE COUNTY
FEE WAIVER/IN-KIND SERVICES APPLICATION**

COUNTY FEE WAIVERS OR IN-KIND SERVICES REQUESTED THROUGH THIS PROCESS ARE NOT EFFECTIVE UNTIL APPROVED BY ACTION OF THE BOARD OF COUNTY COMMISSIONERS PURSUANT TO THE MIAMI-DADE COUNTY HOME RULE CHARTER

Please complete the following form and submit completed form along with requested materials, if applicable, to:

Special Events Staff
Communications Department
111 N.W. 1st Street, Suite 2510
Miami, FL 33128

Phone: (305) 375-2836
Fax: (305) 375-3968

Type of Event/Application (select one of the following):

- ☐ District Event - Event of minimal impact related to specific commission district (Complete questions 1-7, sign and date; copy will be submitted to the appropriate District Commissioner within two days of receipt of application.)
- ☐ Small Event - Event of minimal impact not necessarily related to a specific commission district. (Complete questions 1-7, sign and date.)
- ☒ Special Event - Event with expected attendance of less than 5,000 with localized impact limited to an individual community or municipality (Complete questions 1-12, sign, date and submit form no later than 60 days prior to event date.)
- ☐ Major Event - Large Event with expected attendance of over 5,000 or significant probability of protests, controversy, violence or vandalism (Complete questions 1-12, sign, date and submit form no later than 120 days prior to event date.)

1. Full legal name of the requesting organization: Highland Oaks Middle School Parent Teacher Association

2. Applicant Status: (Select one of the choices below)

- ☒ Not-For-Profit or Tax Exempt ☐ Local Government or Public Entity
- ☐ For-Profit
- ☐ County Sponsored Event/Sponsoring Department _____
- ☐ Other (specify): _____

3. Name and contact information for single point of contact (address, phone, fax, e-mail address, etc.): Kelle Anne George, 2148 NE 183rd Street, North Miami Beach, FL 33179, (305) 949-3678, ennaellek@aol.com, representing Highland Oaks Middle School, 2375 NE 203rd Street, North Miami Beach, FL 33180, (305) 932-3810, Sally Alayon, Principal

4. Specify fee waiver or in-kind service requested (quantify, if applicable): Fee waived in the amount of \$966 for county-owned and operated medium-size Showmobile Stage.

5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries): Request was made on behalf of Highland Oaks Middle School for their annual "Field Day" event, scheduled for Thursday, March 15, 2007 from 10:30 a.m. to 3:40 p.m. This event is a yearly reward for the school's 2,500+ students, teachers and staff for all their hard work in preparing for, and successfully completing, the state required FCAT exams. "Field Day" is an all-day outdoor activity that is sponsored by the Parent Teacher Association and is held at the adjacent Highland Oaks Park, and features carnival style rides and bounce houses, a live DJ, a sports and recreation area, games and activities, and food and refreshments for all in attendance. This not-for-profit event is not a fund-raiser, as the event pays for itself through the sale of food items, and it is strictly a school activity for current students.

6. Please select ALL that apply to event:

- ☐ Economic Development: Event supports vitality or growth of the local economy
- ☒ Youth/Education: Event benefits youth of any age and/or offers educational benefits
- ☐ Health and Social Services: Event supports health-related causes and/or social programs or institutions that improve quality of life within the community
- ☒ Arts and Culture: Event supports music, theatre, literature, art or culture
- ☐ Environmental: Event benefits environmental concerns or promotes conservation
- ☒ Sports and Athletics: Event supports/promotes organized sports or recreational participation

7. Physical address of event venues (please specify Commission District(s): Highland Oaks Park, 20300 NE 24th Avenue, North Miami Beach, FL 33180

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**MIAMI-DADE COUNTY
FEE WAIVER/IN-KIND SERVICES APPLICATION**

8. Description of regional or local impact: "Field Day" is a yearly reward for the 2,500+ students of Highland Oaks Middle School, and over the years has turned into a community service event for the students of HOM and for the students of Dr. Michael M. Krop Senior High, as students from both schools assist with set-up, clean-up, and the running of the day's activities, thus preparing them for future volunteer experiences and responsibilities.
9. Daily/hourly event schedule, including set-up and breakdown schedule (attach event calendar, if applicable): "Field Day" is scheduled for Thursday, March 15, 2007, from 10:30 a.m. to 3:40 p.m. Set-up begins that morning at 6:00 a.m. and clean-up is usually finished on the same day between 4:30 p.m. - 5:00 p.m.
10. Detailed description of event venues (map or schematic of event venues, access points, surrounding roadways and traffic flow diagrams, if applicable): "Field Day" incorporates the whole of Highland Oaks Park, with the carnival rides and activities, DJ/Stage area, and food tents being located on the north-west part of the field. The Sports and Recreation area is set-up and run on the south-east portion (soccer field) of the park.
11. Expected number of participants and estimated attendance (per day, if applicable): 2,500 (students, teachers and staff, parents, volunteers, and community representatives).
12. Itemized budget, including total event budget, total budget of host organization, if applicable, and total commitment of resources (attach additional pages as needed): To date, the school's Parent Teacher Association (PTA) has paid for the use of the DJ (\$500), portable toilets (\$370), the carnival rides (\$3,500), and the county required park permit (\$25). Future expenditures include the cost of food, refreshments and ice, and the rental of a refrigerator truck (to house the lunches prior to & on the day of the event). Last year, the PTA recovered the total amount spent on the event through the sale of food items, and made a profit of \$630.77, which went back to the school fund.

I hereby certify that all the statements made in this application are true and correct.


Signature of Authorized Representative

2/13/07
Date



SHOWMOBILES, STAGES, BLEACHERS, AND SOUND PRODUCTION

(305) 257-0933 Ext. 240/(305) 257-1083 (Fax)

EQUIPMENT (S) CONFIRMATION FORM

ORGANIZATION/AGENCY: Highland Oaks Middle School

EQUIPMENT REQUESTED: Medium-size Showmobile Stage

NAME OF PERSON RESPONSIBLE FOR THIS BILL: Commissioner Sally A. Heyman

OR INDEX CODE (MIAMI-DADE COUNTY AGENCIES ONLY):
cccent010496

BILLING ADDRESS/ ZIP CODE: 111 NW 1st Street, #220, Miami, FL 33128

NAME/TITLE OF THE EVENT: "Field Day"

ADDRESS OF EVENT: Miami-Dade County Highland Oaks Park, 20300 NE 24th Avenue, North Miami Beach, FL 33180

TODAY'S DATE: Tues., 2/13/07

DATE (S) & TIME OF EVENT: 3/15/07, 10:30 a.m. - 3:40 p.m.

SET-UP TIME & DAY: 3/15/07, must be set-up by 9:00 a.m.

TAKE-DOWN & DAY: 3/15/07, anytime after 3:40 p.m.

CONTACT PERSON/PHONE: Kelle George, home (305) 949-3678

AT SITE CONTACT/CELL PHONE #: Kelle George, cell (305) 303-6900

SPECIAL INSTRUCTIONS: Direction item(s) are to be placed, maps, diagrams, etc. Stage will be set-up on north-east field; event coordinator (Kelle George) will be on-site at 6:00 a.m. and will assist with stage placement.

OTHER INFORMATION: Include additional equipment if needed. N/A

We, the users, understand that we assume full responsibility for any damage, theft, or loss to said equipment and its accessories between the time the Miami-Dade Park and Recreation Department completes setting up and the time it takes down. We, the users, also agree to adhere to the requests set forth in the rental policy. We do have a copy of the rental policy and fully understand the requirements set forth in renting the equipment requested as out-lined in the rental policy. **We also understand that the total fee is to be remitted (15) fifteen working days before the event.**

*Fee _____ Signature _____

*(SEE FEE SCHEDULE FOR EXACT CHARGES)

Agency/Group: Highland Oaks Middle School Parent Teacher Association

CANCELLATIONS MUST BE MADE 72 HOURS IN ADVANCE OF THE EVENT BY FAX OR EMAIL OTHERWISE EXPECT TO BE CHARGED ½ (HALF) OF RENTAL FEE.

There will be no completed reservation on the schedule unless the confirmation Form is filled out completely and signed.

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Memorandum



Date: April 24, 2007

To: Honorable Chairman Bruno A. Barreiro
and Members, Board of County Commissioners

From: George M. Borges
County Manager

Subject: District Specific In-Kind Reserve Request Recommendation

Recommendation

The Office of Strategic Business Management (OSBM) has reviewed the attached in-kind request and recommends for the item to move forward to the Board of County Commissioners for consideration. The district specific in-kind reserve balance allows for the funding of this request.

Background

Highland Oaks Middle School Parent Teacher Association, a not-for-profit, is requesting a retroactive waiver for in-kind services for their Field Day held on March 15, 2007.

In-kind services have been requested in an amount not to exceed \$966 from the Park and Recreation Department for use of the show mobile. This event will be funded from the District 4 district specific in-kind reserve.

In FY 2006-07 Highland Oaks Middle School Parent Teach Association has not received any County funding.

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